



The ANNUAL MEETING of the PARISH COUNCIL will be held on **Monday 11th May at 7.00pm** at Westerleigh Village Hall and the following business will be transacted. All Councillors are summoned to attend.

Rachel Davis

Rachel Davis (Clerk to Westerleigh & Coalpit Heath Parish Council)

6th May 2026

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

DRAFT AGENDA –WESTERLEIGH & COALPIT HEATH ANNUAL PARISH COUNCIL MEETING MAY 2026

1. To ELECT the Chair of the Parish Council
2. Chair to SIGN the declaration of acceptance of office
3. To ELECT the Vice Chair of the Parish Council
4. To NOTE apologies for absence
5. To RECEIVE Declarations of Interest relating to this meeting, as required by the Council's Code of Conduct for Members and the Localism Act 2011
6. To APPROVE [Minutes](#) of Parish Council meeting held on 13th April 2026.
7. To RECEIVE reports from South Gloucestershire Councillors on matters relating to the Parish
8. To RECEIVE questions and comments from members of the public present with respect to business on the agenda (in accordance with Standing Orders 3 e-3 i)
 - Presentation from Bristol Energy Co-operative

9. To APPOINT members to existing committees

Appointment to:	Number required	Term of Office	Appointees
Finance & General Purposes Committee	5	To May 2027	<i>Chair (ex officio) + 4</i>
COMMS working group	Min of 2 + staff	To May 2027	

10. To Review and APPROVE [delegation arrangements](#) to committees, sub-committees, staff and other local authorities
No changes.
11. To Review and APPROVE the [terms of reference for committees](#)
No changes.
12. To APPOINT representatives to outside bodies and APPROVE arrangements for reporting back

Appointment to:	Number required	Term of Office	Appointees
Westerleigh Village Hall Management Committee	2	April 2027 AGM	
Avon Pension Fund	3 Authorised contacts in	Ongoing	<i>(ideally Chair of PC; Chairs of F&GP)</i>

	addition to RFO		<i>Committee & Staffing Sub Committee)</i>
Avon Local Councils Associations (ALCA)	1 PC representative	To May 2027	<i>(ideally Chair)</i>

13. To REVIEW and APPROVE [Standing Orders](#)
No changes.
14. To REVIEW and APPROVE [Financial Regulations](#)
No changes.
15. To APPROVE the time and place of [ordinary meetings](#) of the full Council up to and including the next annual meeting of Full Council

FINANCE

16. To RECEIVE RFO report on 2025/2026 Finances [circulated]
17. To CONFIRM any conflict of interests with BDO (external auditor) and complete statement
18. To RECEIVE Internal Audit letter and AGAR Annual Internal Audit Report and NOTE matters arising [circulated]
19. To APPROVE Section 1 of the Annual Return – Annual Governance Statement 2025/2026 for Westerleigh & Coalpit Heath Parish Council [circulated]
20. To APPROVE accounts for the year ending 31st March 2026 (including Asset Register) [circulated]
21. To APPROVE section 2 of the Annual Return – Accounting Statement 2025/2026 for Westerleigh & Coalpit Heath Parish Council (included restated figures for 2024/2025) [circulated]
22. To APPROVE Period for the Exercise of Public Rights for 2025/2026 Accounts [circulated]
23. To APPROVE Earmarked Reserves and General Reserve for year ending 31st March 2026, in accordance with [Reserves Policy](#)
24. To CONSIDER matters arising from Internal Audit
25. To NOTE end of April 2026 Financial documents: Statements & Reconciliations, receipts
26. To NOTE all payments made in April 2026 in line with Financial Regulations [report circulated]
27. To APPROVE accounts for payment May 2026
28. To CONSIDER insurance quotes and APPROVE Insurance Policy renewal
(To be presented at meeting)
29. To consider and APPROVE any Grant Applications including:
 - (i) Westerleigh Fun Day additional grant - £235
 - (ii) Green Community Travel – retrofit age adjustable seatbelts x 30 & golf umbrellas x 14 £394.86
 - (iii) Frampton Festival - paramedics and waste management £894
30. To RECEIVE and take a DECISION on any other finance matters
 - (i) To NOTE receipt of VAT reclaim for 2025/2026 - £16,137.48 on 22/04/2026
 - (ii) To NOTE CIL receipt 2026/2027 - £6,728.52

31. **PLANNING**

- a) To NOTE planning comments submitted since last meeting
 - b) To NOTE planning decisions made by South Gloucestershire Council since last meeting
 - (i) Committee decision - [P24/03001/F](#) Construction of a solar farm and battery storage containers together with associated works, equipment and infrastructure. Land At Mousewell Farm And Pool Farm Chipping Sodbury South Gloucestershire
 - c) To discuss and COMMENT on any necessary Planning Applications or other Planning Matters:
 - (i) [P26/00784/O](#) Erection of 4no. self build dwellings (Outline) with all matters reserved. Land At The Oaks Down Road Winterbourne Down South Gloucestershire
 - (ii) [P26/00803/F](#) Alterations to existing barn to facilitate conversion to facilitate a change of use to dwellinghouse (Use Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Hillside Barn Huckford Lane Winterbourne South Gloucestershire BS36 1AP
 - (iii) [P26/00790/F](#) Installation of replacement sewerage treatment plan, with outflow pipe and soakaway. Coalpit Heath Cricket Club Ram Hill Coalpit Heath South Gloucestershire BS36 2TT
 - (iv) [P26/00910/CLP](#) Erection of single storey rear extension. 5 The Quadrangle Westerleigh South Gloucestershire BS37 8QL
 - (v) [P26/00493/HH](#) Demolition of existing single storey rear extension. Erection of two storey side extension to form additional living accommodation. 115 Roundways Coalpit Heath South Gloucestershire BS36 2LU
 - (vi) [P26/00952/HH](#) Erection of single storey side extension to form garage. 442 Badminton Road Yate South Gloucestershire BS37 5HX
32. To RECEIVE Parish Councillor Reports and any other Reports – written submissions, taken as read with questions taken as necessary

ITEMS REQUIRING A RESOLUTION

33. To NOTE date for reopening of A432 Badminton Rd bridge (Fri 19th June pm for non-motorised vehicles, Sat 20th June from 7am all vehicles) and take a DECISION on any required actions
- (i) Update on reopening of closed lanes (Ruffet Road, Coalsack Lane, Cooks Lane)
34. To NOTE progress with the South Gloucestershire Council A432 active travel project and take a DECISION on any required actions
- (i) Progress with reinstatement works to grassed area of Kendleshire Triangle
35. To take a DECISION on proposed twice-weekly collections for 2 bins serving Blackberry Park
36. To receive information regarding waste in woods adjacent to Newman's Field and take a DECISION on any required action
37. To RECEIVE an update on installation of replacement storage shed at Westerleigh Playing Field (scheduled for 12th May 2026) and take any required DECISIONS.
38. To RECEIVE letter re North of Lyde Green from Places for People - Invitation to meet - and take a DECISION on response
39. To discuss any required CONSULTATIONS and COMMENT as necessary:
- (i) Average Speed Camera consultation for Westerleigh Village www.bit.ly/4uaUxYE - Deadline 21st May 2026

- (ii) South Gloucestershire Council Special Expenses Policy consultation
<https://specialexpensespolicy.commonplace.is/> - Deadline 19th June 2026

Consultations relating to A432 Active Travel Project

- (iii) PT.8771 A432 Badminton Road, Winterbourne (Lay-by east of Park Lane) Waiting Restrictions
<https://consultations.southglos.gov.uk/PT.8771WR/consultationHome> - Deadline 16th May 2026
- (iv) PT.8772 A432 Badminton Road, Coalpit Heath (Lay-by north of viaduct) Waiting Restrictions -
<https://consultations.southglos.gov.uk/PT.8772WR/consultationHome> - Deadline 16th May 2026

ITEMS TO NOTE

40. To NOTE progress of South Gloucestershire Highways review re speeding in Westerleigh (from Shorthill Road to the Nibley Lane junction)
41. To NOTE [First Aid for Seniors training session](#) – Sat 23rd May 10am – 1pm at Westerleigh Village Hall
42. To NOTE annual play inspection reports for Westerleigh Play Area and Newman's Field Play Area (April 2026) and actions taken/ outstanding
43. To NOTE required actions in relation to the Renters' Rights Act 2025 (applicable from 1st May 2026) re Bitterwell Chalet
44. To NOTE progress with E&L projects
45. Correspondence/Communication with Westerleigh & Coalpit Heath Parish Council:
From South Gloucestershire Council:
11th May 2026 for two weeks (excluding weekends) overnight resurfacing of Badminton Rd cycle lanes (Frog Lane to Nibley Lane). 8pm- 6am.
10th June 2026 for 3 nights – Nibley Lane overnight closure (23:30 – 5:00) for works on adjacent fencing
46. To NOTE items considered urgent by the Chairman
47. To CONSIDER any exempt items:
Due to the nature of the business under consideration, a resolution to exclude the press and public may be required under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.
- (i) Update on Bitterwell Chalet tenancy agreement and lake licence
48. Dates of future Parish Council meetings
- | | | |
|-----------------------|----------------------|-----------------------------|
| June 8 th | Full Council meeting | 7pm Henfield Hall |
| July 13 th | Full Council meeting | 7pm Manor Hall, Newman Room |
- (Full list at www.westerleighcoalpitheathparishcouncil.gov.uk/meeting-dates)